

~~SECURITY INFORMATION~~

FORM NO. 30-25
SEP 1952

T/O CHANGE AUTHORIZATION

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Classification & Wage Division

DATE: 17 November 1953

FROM : Director of Training

SUBJECT: Request for Up-grading of Position

1. During the past year the scope of activities of the Administrative Services Branch of the Support Staff has increased to such an extent as to require an increase in the quality of the clerical support in the office of the Administrative Officer. There are currently three clerical positions assigned to this office; positions # 84, 7, 569. The latter position is encumbered by an individual who through intelligence and personality has built the position to such a degree of responsibility that we believe it merits up-grading from a GS-4 to a GS-5.

2. As originally envisaged when the present T/O was drawn up this position would have normal clerical functions but would have very little of a higher administrative or liaison function. But since the Office of Training has become engaged in widespread training programs the incumbent in this position has performed a variety of duties which seem to indicate, in our opinion, a strong justification for higher monetary reward.

3. We are attaching two copies of a SF-75 Position Description which outlines the functions of position # U 569 as they are currently being performed. We hope that this information will be sufficient to enable you to render an early decision in this case.


MATTHEW BAIRD

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